

REPORTS INVENTORY

SECRET

PREPARE IN DUPLICATE

090

1. TITLE OF REPORT (if a title-in report include Form No.) CAPER - List C - Deferred Status Cases		2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month	5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 580 <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement) 25X1
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
3 (Single Copy)	.05	.15	24	3.60
12 (Multicopy)	.03	.36	24	8.64

TOTAL COSTS PER YEAR

\$362.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of cases which have been extracted from normal processing steps. Needed to keep track of cases which are no longer under the normal controls of the system.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			25X1
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 1 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION
---	---	---------------

SECRET

(22-3-43)